

NAVY PASSENGER SERVICES OFFICE
NAVPTO BAHRAIN
"We Move People "

Travel within Region Southwest Asia:

Within Region Southwest Asia area of operations, NAVPTO/SATO arranges official travel for personnel on emergency leave, PCS, TAD and other DOD sponsored travel. We arrange transportation for passengers primarily via AMC (Air Mobility Command) and if authorized, via commercial air. Bahrain is served by one AMC Category (CAT) B flight per week. The AMC flight is a commercial carrier contracted by the Department of Defense. All commercial flights (CAT Z) are arranged through the Navy SATO contract agency. NAVPTO/SATO is able to issue/make changes to paper and e-tickets. We also make hotel and car reservations.

Passenger Reservation Request (PRR):

All travel reservation requests from the fleet are made through the use of PRR messages. The PRR must contain all pertinent information required by the PRR instruction ([OPNAVINST 4650.15](#)). If appropriate, it is important to include required statements on the PRR and on the traveler's orders, i.e. "Travel via homeport authorized", "Excess baggage authorized", "Circuitous travel authorized", etc. Although we strive to keep response time to a minimum, allow for 10 to 14 days for response time from NAVPTO from the time your PRR is submitted. We also accept PRR's via e-mail and fax. Please see our NAVPTO Info Flyer and PRR for more information on how and whom to send PRR's via e-mail.

Emergency Leave:

Emergency Leave orders require funding to cover the cost of the AMC flight is approximately \$1,600 one way. The average cost of commercial air from Bahrain to CONUS round trip is approximately \$1,400. In most cases, personnel on emergency leave depart Bahrain in less than 24 hours after reporting to NAVPTO.

Travel Documents:

Active duty personnel in PCS and TAD status may enter and exit Bahrain with Military ID cards and orders. Shipboard personnel are exempt from passport/visa requirement when transiting Bahrain. DOD civilians must possess a passport, but can also enter Bahrain with a DOD i.d. card and orders. 2 week Visa's can be obtained upon entry. For further information on passport and visa requirements visit the Foreign Clearance Guide website at www.fcg.com. You can also contact NSA Immigration Liaison Officer at 973-17-854-258 or DSN 318-439-4258

Travel Funds:

Travelers must have sufficient funds to defray the cost of meals, taxi fare, lodging, etc. For this reason, travelers should be paid their advance travel allowances whenever possible before entering Bahrain.

Dress and Appearance:

Wearing of uniforms while arriving and departing Bahrain is strictly prohibited. Authorized civilian attire includes collared shirt and slacks for men and slacks/conservative knee length skirt with an appropriate blouse for women. Clothing with US Military, patriotic or political slogans are prohibited.

Restricted Personnel:

Movement or transfer of restricted personnel through Bahrain must be coordinated with NSA Command Judge Advocate at DSN: 318-439-4237/4255 ***NAVPTO/SATO Hours of Operation***

Movement of Personnel***NAVPTO*****NSA Bahrain**

Customer Service Hours: Sunday to Thursday 0900 -1500

Duty PCP Cell: 001-973-3946-8538

Location: The NAVPTO office is located in building 36, behind the Personnel Support Detachment (PSD) building on NSA Bahrain.

FLIGHTS

Currently NAVPTO has six AMC flights a month, departing Bahrain every Saturday and every other Tuesday. Show times vary for each flight, so it is imperative that passenger's use their Beach Detachments or Command representatives to arrange travel. When a passenger is scheduled for an AMC and requires onward commercial arrangements, tickets will be issued NLT 3 days prior to the scheduled flight. If mission dictates, a commercial flight will be arranged accordingly. In such cases the tickets will be issued NLT 3 days prior to travel or accordingly. Commercial flights are available daily. **All tickets will be issued to PLR's or Command representatives.**

REQUIREMENTS FOR PERSONNEL

When personnel arrive at NSA Bahrain, they should first report to the Transient Quarters to arrange lodging. Lodging will not be granted to personnel unless they are staying overnight and are on funded orders. Once lodging is arranged passengers should report to the NAVPTO office to check in during normal working hours. If passengers are reporting after normal business hours, they should proceed to their assigned lodging for the night and report to NAVPTO at the opening of the next business day. If there is an emergency or mission requires immediate travel, they should contact our duty personnel. When passengers report to the NAVPTO they will need a copy of their PCS/TAD/TDY orders with them. **Commercial air travel will not be arranged for any member flying out of Bahrain until the member reports to, or contacts the NAVPTO office.** Passengers normally will not be moved via any mode of transportation unless the accounting data on their orders coincides with the month of transfer/TAD/TDY. **It is not authorized for NAVPTO to move PCS passengers before the indicated month on their orders.**

PASSENGER RESERVATION REQUEST (PRR)

NAVPTO requires that Passenger Reservation Requests be submitted 30-45 days prior to a members transfer date. However, we will support the Fleet to the best of our abilities when emergencies and last minute travel is required. Please send all PRR's to Anil.D'Souza@me.navy.mil and anunciacao.barretta@me.navy.mil (cc) Mustafa.moiz@me.navy.mil. Should you have any questions about PRR's Please contact Mr. Moiz at the above e-mail address or at DSN 318-439-3268/3224.

EMERGENCY LEAVE

Travel is arranged for passengers on funded emergency leave as soon as possible after the member or command contacts the Duty NAVPTO. The entitlement for members that are on deployed ships is from Bahrain to their ship's homeport. Should a member require transportation to a different location the difference will be computed and the passenger will be required to pay the additional cost. Contact the duty NAVPTO locally at 3946-8538. Please refer all questions concerning emergency leave to this number.

Sunday - Thursday		0900 - 1500
Friday & Saturday		Emergencies Only
Duty NAVPTO	011-973-3-946-8538	
<i>Points of Contact</i>		

Transportation Officer	011-973-17-85-3604	DSN 439-3604
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FAX	011-973-17-85-3438	DSN 439-3438
PCS Transfer	011-973-17-85-3225	DSN 439-3225
TAD/TDY	011-973-17-85-3535	DSN 439-3535